



CITY OF BURLINGTON, VERMONT
invites applications for the position of:

Assistant Commercial Appraiser

SALARY:	\$22.67 - \$25.26 Hourly
OPENING DATE:	07/23/19
CLOSING DATE:	08/09/19 11:59 PM
FLSA:	Non-Exempt
UNION:	Non-Union
GRADE:	15
POSITION STATUS:	Limited Service Full Time

GENERAL PURPOSE:

This position is responsible for verification of commercial and apartment sales, collection of income and expense data for commercial and apartment properties, property inspections (primarily apartment properties), data entry and valuation assistance of primarily apartment properties, and assisting with property appeal reviews. This position supports the reappraisal project and has been created for the term of the project. This position begins in July 2019 and ends June 30, 2021.

ESSENTIAL JOB FUNCTIONS:

- Complete a review of all commercial sold properties for the previous three-year period as to market variables influencing each sale.
- Review past permits and property data from a variety of sources, make property data corrections where necessary and calculate preliminary assessments for these sale properties using the City's new Patriot Properties AP5 CAMA software. Full inspections of some apartment properties will be required.
- Appraiser will work closely with the commercial valuation reappraisal contractor in the valuation of apartment properties.
- Responsible for collection and collation of property specific income and expense data, inspections for permitted improvements, and, where needed, verification of property data such as unit and bedroom count.
- Perform preliminary valuation, reconciliation and review of commercial properties as needed prior to final valuation review by the contractor.
- Assist with property data corrections and revaluations related to grievances made to the Board of Assessors and Board of Tax Appeals.
- Compile and maintain field collection data and other related real estate market information as needed for the reappraisal project.
- Research land records, surveys, maps, site plans, permits and other legal documents as required.
- Employee will engage in a professional manner with the public on a regular basis.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High school diploma or equivalent is required plus at least two-years of office experience in real estate, appraisal, or assessing.
- Successful completion of 100 hours minimum of real estate courses is required.
- Successful completion of courses directly related to the valuation of investment real estate is preferred.
- Working knowledge of word processing and developing spreadsheets is required.
- Ability to perform on-site inspections of property. Measure and list building improvements for data collection.
- Valid driver's license.
- A vehicle is required to perform property inspections.
- A basic knowledge of CAMA systems is preferred.
- Enter a variety of data on to the Computer Assisted Mass Appraisal system (CAMA) and other record keeping systems.
- Strong organizational and time management skills required.
- Ability to communicate effectively, both verbally and in writing. There will be public interactions to schedule on-site inspections and explain the purpose of visit as related to the revaluation.
- Ability to list and analyze residential and commercial property characteristics, including evaluating a property's condition and quality of workmanship and materials.
- Ability to review and analyze income and expense forms, and tax forms related to investment property.
- Knowledge of office practices and procedures, including filing systems, mathematics, report and letter writing, as well as correct English usage, grammar, punctuation and spelling required.
- Ability to work occasional evenings and weekends required.
- Ability to interact professionally with coworkers, City officials and the general public.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

- Ability to understand and comply with City standards, safety rules and personnel policies.

ADDITIONAL INFORMATION:

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

Applications for this position are only accepted on-line at: <https://www.governmentjobs.com/careers/burlingtonvt>

For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE
AmeriCorps, PeaceCorps and National Service alumni are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.burlingtonvt.gov/jobs>

Position #1338-07-001
ASSISTANT COMMERCIAL APPRAISER
NA

200 Church Street, Suite 102
Burlington, VT 05401
802-540-2505

jobs@burlingtonvt.gov

Assistant Commercial Appraiser Supplemental Questionnaire

* 1. Do you have a high school diploma or equivalent?

- Yes
 No

* 2. Do you have two-years of office experience in real estate, appraisal, or assessing?

- Yes
 No

* 3. Have you successfully completed 100 hours minimum of real estate courses?

- Yes
 No

* Required Question